



Chatham County ~ Department of Building Safety & Regulatory Services  
Occupational Tax Division ~ P.O. Box 8161, Savannah, GA 31412-8161  
Physical Address: 1117 Eisenhower Drive, Suite D, Savannah GA 31406  
Office: 912-201-4313 or 912-201-4302 | Fax 912-201-4301  
Website: [www.buildingsafety.chathamcountyga.gov](http://www.buildingsafety.chathamcountyga.gov)

## Occupational Tax Renewal Application

Due on or before March 31

Occupational Tax Certificate Number: \_\_\_\_\_ Calendar Year: \_\_\_\_\_ Class Code: \_\_\_\_\_

### 1. Business Information:

Advertised Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Corporation Name: \_\_\_\_\_

### 2. Applicant on file Information:

Name: \_\_\_\_\_ Your relationship with this business:  Officer  Manager  Registered Agent  Sole Owner

Contact Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 4. Type of Business:

Dominant Activity \_\_\_\_\_ Secondary Activity \_\_\_\_\_

### 5. I Elect to pay a \$400 Flat Tax in Lieu of Reporting profitability ratio bracket and paying a tax based on profitability ratio.

Certain **PRACTITIONERS OF THE PROFESSIONS** may elect to pay **\$400 Per Practitioner** in lieu of reporting and paying a tax on profitability ratio. Check the list of professions on the back of this form to determine eligibility for this option. If you are eligible, and if you and all members of your firm elect to pay the flat **Per Practitioner** tax this year, check below submit your payment with this return. (attorney, physician, chiropractor, dentist, landscape architect, psychologist, veterinarian, osteopath, optometrist, podiatrist, social worker, professional counsel, and marriage and family therapist).

**Must Provide Current State of Georgia Professional License. Number of Practitioners:** \_\_\_\_\_

\*\*\*\*\*

7. Enter Number from Fee Amount from Tax Schedule \$ \_\_\_\_\_  
Tax Schedule

\* Late Fee [required after March 31] \$ \_\_\_\_\_  
Add the greater of \$25 or 10%

**BRACKET #**

To maintain your license, please provide  
proof of income as part of the  
verification process.

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

I, the undersigned applicant, hereby register said business to operate within unincorporated Chatham County limits, and certify I am the person authorized by the business herein named to file this application, including any accompanying documents. I further certify that all statements and information provided on and with this application are True, correct and complete.

Signature

Date



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## OCCUPATIONAL TAX SCHEDULE

The business tax amounts (Includes a \$75 base tax) for the various brackets or ranges of gross receipts in each profitability class are shown below

### Business Tax by Profitability Class A – F

Bracket	Base Rates Range in Dollars	A .00047	B .00057	C .00067	D .00077	E .00087	F .00097
1	\$0 - \$30,000 *LATE FEE	\$82 <b>\$25</b>	\$84 <b>\$25</b>	\$85 <b>\$25</b>	\$86 <b>\$25</b>	\$88 <b>\$25</b>	\$89 <b>\$25</b>
2	\$30,001 - \$100,000 *LATE FEE	105 <b>\$25</b>	112 <b>\$25</b>	118 <b>\$25</b>	125 <b>\$25</b>	131 <b>\$25</b>	138 <b>\$25</b>
3	\$100,001 - \$200,000 *LATE FEE	145 <b>\$25</b>	160 <b>\$25</b>	175 <b>\$25</b>	190 <b>\$25</b>	205 <b>\$25</b>	220 <b>\$25</b>
4	\$200,001 - \$300,000 *LATE FEE	192 <b>\$25</b>	217 <b>\$25</b>	242 <b>\$25</b>	267 <b>\$26.70</b>	292 <b>\$29.20</b>	317 <b>\$31.70</b>
5	\$300,001 - \$500,000 *LATE FEE	263 <b>\$26.30</b>	303 <b>\$30.30</b>	343 <b>\$34.30</b>	383 <b>\$38.30</b>	423 <b>\$42.30</b>	463 <b>\$46.30</b>
6	\$500,001 - \$750,000 *LATE FEE	368 <b>\$36.80</b>	431 <b>\$43.10</b>	493 \$49.30	556 <b>\$55.60</b>	618 <b>\$61.80</b>	681 <b>\$68.10</b>
7	\$750,001 - \$1,000,000 *LATE FEE	486 <b>\$48.60</b>	574 <b>\$57.40</b>	661 <b>\$66.10</b>	748 <b>\$74.80</b>	836 <b>\$83.60</b>	875 <b>\$87.50</b>
8	\$1,000,001 - \$2,000,000 *LATE FEE	780 <b>\$78</b>	930 <b>\$93</b>	1,080 <b>\$108</b>	1,230 <b>\$123</b>	1,380 <b>\$138</b>	1,530 <b>\$153</b>
9	\$2,000,001 - \$3,000,000 *LATE FEE	1,250 <b>\$125</b>	1,500 <b>\$150</b>	1,725 <b>\$172.50</b>	2,000 <b>\$200</b>	2,250 <b>\$225</b>	2,500 <b>\$250</b>
10	\$3,000,001 - \$4,000,000 *LATE FEE	1,720 <b>\$172</b>	2,070 <b>\$207</b>	2,420 <b>\$242</b>	2,770 <b>\$277</b>	3,120 <b>\$312</b>	3,470 <b>\$347</b>
11	\$4,000,001 - \$5,000,000 *LATE FEE	2,190 <b>\$219</b>	2,640 <b>\$264</b>	3,090 <b>\$309</b>	3,540 <b>\$354</b>	3,990 <b>\$399</b>	4,440 <b>\$444</b>
12	\$5,000,001 - \$6,000,000 *LATE FEE	2,660 <b>\$266</b>	3,210 <b>\$321</b>	3,760 \$376	4,310 <b>\$431</b>	4,860 <b>\$4860</b>	5,410 <b>\$541</b>
13	\$6,000,001 - \$8,000,000 *LATE FEE	3,365 <b>\$336.50</b>	4,065 <b>\$406.50</b>	4,765 <b>\$476.50</b>	5,465 <b>\$546.50</b>	6,165 <b>\$616.50</b>	6,865 <b>\$686.50</b>
14	\$8,000,001 - \$10,000,000 *LATE FEE	4,305 <b>\$430.50</b>	5,205 <b>\$520.50</b>	6,105 <b>\$610.50</b>	7,005 <b>\$700.50</b>	7,905 <b>\$790.50</b>	8,805 <b>\$880.50</b>
15	\$10,000,001 and over *LATE FEE	4,775 <b>\$477.50</b>	5,775 <b>\$577.50</b>	6,775 <b>\$677.50</b>	7,775 <b>\$777.50</b>	8,775 <b>\$877.50</b>	9,775 <b>\$977.50</b>

\*Please note that any renewals received after the March 31 deadline will incur a late fee.

The late fee greater of \$25 or 10% of amount due is indicated in red.

### Calculating License Fees

- New Businesses determine your gross receipt bracket by estimating the income for the coming Tax Year. The number to the left indicates the bracket number. Renewals: gross receipt is determined by the previous year's gross revenue.
- Match the Tax Profitability class (A-F) shown on the Business Tax Renewal Form with the gross receipt bracket selected to determine fee.

Payments are received Monday - Friday from 8:00AM thru 4:00PM in the form of Cash, Check, Credit Card, or Money Order made payable to Chatham County (No cash accepted over \$150).

**ALL Business Licenses Expire on December 31**



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## STATE LICENSE REQUIRED (A Few Examples)

Alarm Agency – State license & Fingerprint card  
Architect  
Attorney  
Auctioneer  
Automobile Dealer, Used  
Automotive Parts Dealer, Used  
**Barber - Shop license & Individual Barber's license**  
**Beautician - Shop license & Individual Cosmetologist License**  
Chiropractor  
Contractor – Commercial & Residential  
Contractor - Electrical, Electric Signs  
Contractor - Low Voltage Alarm Systems  
Contractor - Low Voltage Communications Systems; Low Voltage Electrical, Unrestricted  
Contractor - Fire Protection Sprinkler Systems  
Contractor - Heating, Refrigeration, Air Conditioning; Plumbing  
Contractor - Prefabricated Building Erection/Installation  
Counseling Service – Personal; Marriage and Family  
Day Care Center – Bright From the Start Certificate (SIC 8351, 8352, 8353, 8354)  
Dentist  
Exterminator, Pest Control Service  
Funeral Director  
**Hair Salon – Salon license & Tech. license**  
Hearing Aid Dealer  
Landscape Architect  
**Nail Salon – Salon license & Tech. license**  
Motor Vehicle Dealer  
Polygraph Examiner  
Physician –  
Practitioners  
Private Detective  
Psychologist  
Professionals, **as defined by State law**  
Real Estate Agent (Broker) -  
Security Agency – State license & fingerprint card  
Therapist  
Veterinarian  
Warehouse (O.C.G.A. 10-4-10)

**ALL** agencies and individuals who are required by law to obtain a State license will **NOT** be issued a local license. A current State of Georgia license must be included with all new and renewal applications to obtain a Chatham County Business occupational Tax Certificate.

**Flat Tax in Lieu of Reporting Profitability Ratio Bracket.** Under State law, each person engaged in the practice of a profession as described in O.C.G.A. § 48-13-9 (c) (1)through (18); Such professional practitioners are as follows: attorney; physician; osteopath; chiropractor; podiatrist; dentist; optometrist; psychologist; veterinarian; landscape architect; marriage and family therapist, social worker, and professional counselor. If you are a professional practitioner who is eligible for this option, and if you and all members of your firm elect to pay the flat per- practitioner tax this year, check the block on this line and submit your \$400 tax payment. If this option is taken, each practicing professional in your firm must also submit a business tax return and pay the per-practitioner fee OR your firm may file one return, attach a list of practicing professionals, and pay a tax totaling \$400 per professional. If you and your firm elect to pay a business tax based on gross receipts; your firm must list all practitioners and attach the list to a single business tax return for the firm.



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## Inactive Business Affidavit

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, first being duly sworn, I, \_\_\_\_\_,  
**Print Business Owner Name**

agree with this affidavit, relating to the business of: \_\_\_\_\_  
**Name of Business**

Business Location: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Business Address**

License #: \_\_\_\_\_

I attest that I am **no longer operating a business in unincorporated Chatham County or that the business is now closed**, in compliance with Chatham County Occupational and Regulatory Tax Ordinance, Sections 16-108 and 16-113.

I certify that the information provided is true and complete and authorize the Chatham County Department of Building Safety and Regulatory Services and other authorized county officials to verify its accuracy.

I understand that any false statements or misrepresentations may result in further action Under Chatham County Occupationa Tax Oordinance.

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Business Owner Signature

**Sworn to before me and subscribed in my presence this**

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  

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**SEAL**

**My Commission expires:**

**Notary**